



**GUAM NATIONAL GUARD - HUMAN RESOURCES OFFICE  
TECHNICIAN VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT #**

TVA 13-012

**OPEN PERIOD:**

02/08/13 – 03/04/13

**JOB TITLE:**

Training Technician

**PAY GRADE AND SERIES:**

GS-1702-9/11

**PAY RANGE POTENTIAL:**

\$47,448 – 74,628 + COLA

**POSITION LOCATION:**

105<sup>th</sup> Troop Command  
Barrigada, Guam

**APPOINTMENT TYPE: INDEFINITE W/ DUAL STATUS**

Indefinite employees are temporary in nature but without a time limit. An indefinite appointment does not confer permanent status. Benefits are the same as a permanent technician with the exception of tenure (indefinite appointees do not serve a trial period). Indefinite employees pay into the retirement system, receive annual, sick, and military leave, and are eligible to participate in the health and life insurance programs.

**PDCN #:**

D2065000

**PROJECTED APPOINTMENT DATE: TBD**

**SECURITY CLEARANCE:**

SECRET

**AREA OF CONSIDERATION: In-state – Open to current members of the Guam Army National Guard**

**MILITARY GRADE: Officer, O1-O3**

**COMPATIBLE MOS/CMF: Predominate AOC of Unit or Organization**

This position is located in the operations section of a Brigade/Group/Troop Command Headquarters, of the Army National Guard. The purpose of this position is to develop and oversee the execution of the command's operations, training and safety plans and policies.

**SPECIAL PLACEMENT AND POSITION FACTORS:**

Payment of Permanent Change of Station (PCS): Not Authorized

Subject to Night and/or Rotating Shifts: No

Position Requires Travel: Some, 1 to 5 days

**Military Attributes: Yes**

Applicants will be screened and evaluated on military attributes directly related to the compatible military position required for appointment. Areas include military bearing and appearance, leadership, teamwork, military environment and fitness, awards and decorations. These areas will be evaluated as it relates to the whole person concept. Final selection will be based on qualification, military attributes, and suitability and the best qualified individual for appointment to the federal government.

National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. Experience must be directly related to the position and must be described in the work experience section of the application. The level of experience will be determined by the actual duties and responsibilities performed.

**MANDATORY CONDITIONS OF EMPLOYMENT:**

Must qualify for appropriate level of security clearance required for the position.

Must maintain a compatible military unit of assignment and grade.

Must wear appropriate military uniform and adhere to required grooming standards.

Must undergo Military records prescreening. Unfavorable actions or Military flagging actions may result in disqualification from employment consideration.

Acceptance of a Federal Excepted technician position may cause termination from the Selected Reserve Incentive Program (BONUS).

**JOB RELATED QUALIFICATIONS and EVALUATION:** Applicant must clearly identify minimum requirements, specialized job related experience and number of months. Include your civilian and military experience in separate experience blocks to include duty codes, pay grades and description of major duty assignments. If your resume does not include a narrative description of how you meet the GENERAL and SPECIALIZED experiences, you may lose consideration for this position.

**GENERAL:** Progressively responsible clerical experience or other work which demonstrated the ability to acquire and to apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position. Experience using computer and automation systems.

**Training Technician, GS-1702-09, Specialized:** Must have at least 24 months experience, education or training assembling data into proper formats as directed by oral or written instructions; experience with maintaining records and establishing a filing system; experience and ability to follow agency directives in monitoring and controlling a testing environment. Experience in developing lesson plans and assuring plans are followed; experience obtaining training materials and setting up training equipment (i.e., audio-visual, training aids, etc.); experience receiving, consolidating and analyzing data from subordinate levels and following agency directives using data to prepare plans and reports; experience determining requirements; requisition, receive, store, and account for test materials; experience overseeing a controlled testing environment; experience determining

requirements, securing and coordinating the use of training sites, facilities, and materials.

**Training Technician, GS-1702-11, Specialized:** Must have at least 36 months experience, education or training assembling data into proper formats as directed by oral or written instructions; experience with maintaining records and establishing a filing system; experience and ability to follow agency directives in monitoring and controlling a testing environment; experience in developing lesson plans and assuring plans are followed; experience obtaining training materials and setting up training equipment (i.e., audio-visual, training aids, etc.); experience receiving, consolidating and analyzing data from subordinate levels and following agency directives using data to prepare plans and reports; experience determining requirements; requisition, receive, store, and account for test materials; experience determining requirements, securing and coordinating the use of training sites, facilities, and materials; experience interpreting and adapting guidelines to specific training requirements; experience overseeing a controlled testing environment; experience determining an organizations education or training needs through analysis and interpretation of a wide variety of directives and to ensure training objectives are met.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time hours, or the equivalent) for the first 12 months of the required experience. For experience in excess of 24 months, education in schools above the high school level may be substituted at the rate of one academic year of education for six months of experience. Each 30 semester hours credited must have included at least 6 semester hours of courses which are directly related to the type of work of the position.

**KNOWLEDGE, SKILL, AND ABILITIES (KSA's):** The following knowledge, skills, and/or abilities will be considered in the evaluation process. Although it is not mandatory to provide a separate KSA statement, your resume must reflect how you meet the requirements of the following factors. This will allow rating officials to consider your qualifications to their fullest extent.

1. Ability to prepare and review training directives, operation orders, mobilization plans, Standard Operating Procedures and readiness reporting.
2. Ability to manage and coordinate school program for the Command and work closely with state Operations and Training division.
3. Ability to manage, coordinate, and organize unit and subordinate unit training plans, events, ammunition requests, and allocation.
4. Knowledge of Unit Physical Security procedures and protocol.
5. Knowledge with computer operations, software applications, and systems management.
6. Ability to analyze data and generate solutions to training issues or problems.

#### HOW TO APPLY:

1. Read entire announcement and follow ALL guidance/directions. If you have ANY questions, please call the HRO office.
2. Submit a current resume. Please only list experience related to the position you are applying for. **IT IS CRITICAL THAT YOU LIST THE TO AND FROM DATES (MM/YY) OF YOUR EXPERIENCE.**  
\*\*Note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the work experience and qualifications/education you show on the Resume can be used to evaluate your qualifications for this position.
3. Attach any required documents (see Required Documents below).
4. Submit application package to the Guam National Guard – HRO Office. No binders or bound documents please.

#### REQUIRED DOCUMENTS (Application Packet):

- Current Resume (**mandatory**)
- OF 306 Declaration for Federal Employment (**mandatory**)
- SF 144 Statement of Prior Federal Service (**mandatory**)
- Personnel Qualification Report/Record for Individual Performance (PQR/RIP) (**mandatory**)
- Transcripts, if applicable. **College/Vocational school transcripts MUST be submitted in order to receive credit for education.** (Copies are acceptable)
- SF 181, Ethnicity and Race Identification Form (optional)
- Miscellaneous Items ( i.e., Flight Records, Bar Certification, IT Certificates, Driver Weight Class), if applicable
- SF-50/DD214-Member copy (Current or Former Competitive Employees, VEOA Eligible), if applicable

GOVERNMENT FORMS ARE AVAILABLE AT: [www.opm.gov/forms/](http://www.opm.gov/forms/)

**ALL APPLICATIONS MUST BE MAILED OR HAND CARRIED TO THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.**

**Guam National Guard - Joint Force Headquarters  
Human Resources Office  
430 Army Drive, Building 300, Room 113  
Barrigada, Guam 96913-4421**

Applications must arrive by close of business (1630 UTC/GMT+10) on the closing date. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through and internal mail system. Faxed applications will not be accepted. Electronic applications are only accepted for those employees who are mobilized. Applications or resumes without a current return email will not be considered. Errors or insufficient information may affect your eligibility to be minimally qualified. Applications will not be returned. Please make a copy prior to submitting it to the HRO.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications, Eligibility, Requirements and the Area of consideration. The eligibility you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully.

**VETERANS PREFERENCE DOES NOT APPLY-SELECTIVE SERVICE REGISTRATION REQUIRED  
THE GUAM NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

